



DEPARTMENT OF HEALTH AND HUMAN SERVICES
PUBLIC HEALTH SERVICE, INDIAN HEALTH SERVICE
TUCSON AREA OFFICE, TUCSON ARIZONA



VACANCY ANNOUNCEMENT

NOTE: This position is announced again. Applicants who applied under TNIHS-05-27 must apply to this announcement to receive consideration.

ANNOUNCEMENT NUMBER: TNIHS-05-52

OPEN: April 11, 2005*

CLOSE: Open until filled

* A list of qualified applicants may be compiled and referred to the selecting official, 15 working days after the "open" date of the vacancy announcement. If a selection is not made from the first list, subsequent lists may be issued at the request of the selecting official. Those candidates who have complete application packets on file as of each request date will be considered for the vacancy.

AREA OF CONSIDERATION: All qualified applicants.

VACANCIES: One

POSITION TITLE/SERIES/GRADE: Supervisory Contract Specialist, GS-1102-13

SALARY RANGE: \$72,035 - \$93,643 per annum

ORGANIZATION/DUTY LOCATION: Division of Administration and Management, Acquisition Management Branch, Tucson, Arizona

HUMAN RESOURCES OFFICE: Human Resources Management Branch, 7900 South J Stock Road, Tucson, AZ 85746
(520) 295-2435

CONDITIONS OF EMPLOYMENT:

- Permanent, full time, 40 hours week
- No government housing provided
- The Tucson Area Indian Health Service is a smoke-free work environment.
- Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so under the Selective Service Law.
- A selectee born after 1956 must present proof of immunity to measles and rubella or be vaccinated before their appointment (subject to certain exemptions).
- A selectee to this position is subject to a background security investigation.
- A selectee to this position may be required to satisfactorily complete a one-year probationary period for assignment to a supervisory or managerial position.

TRAVEL and RELOCATION: Travel and relocation costs may be paid in accordance with applicable Federal and departmental travel regulations.

DESCRIPTION OF DUTIES: Responsible for the full scope of the acquisition cycle and will exercise contracting authority for negotiations, administration, termination and acquisition functions. Major acquisition systems include PL 93-638, PL 94-437, construction, architect and engineering, research and development, medical services, health maintenance organizations, evaluation, Buy Indian Act, labor and small business set-asides and OMB Circular A-76. As the Senior Contracting Officer with an unlimited contract signatory authority will exercise commitment authority throughout the contracting process. Transactions are conducted between Tribal governments, Tribal and Urban Indian Organizations, colleges and universities and other contract providers for unique and highly complex contracts for health services, equipment, supplies, construction and research and development services.

SELECTIVE PLACEMENT FACTOR: None

QUALIFICATION REQUIREMENTS: Candidates must have had experience as described below. Your description of work experience, level of responsibility and accomplishments will be used to determine that you meet these requirements. Basic Requirements for GS-13 include:

- Completion of all mandatory training prescribed by the head of the agency for progression to GS-13 or higher level contracting positions, including at least 4-years experience in contracting or related positions. At least 1 year of that experience must have been specialized experience at or equivalent to work at the GS-12 grade level and must have provided the knowledge, skills and abilities to perform successfully the work of the position. AND
- A 4-year course of study leading to a bachelor's degree, that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. **Provide college transcript(s) documenting degree.**

SUPERVISORY OR MANAGERIAL ABILITIES: Candidates must have demonstrated in their work experience or training that they possess, or have the potential to develop, the qualities of successful supervision, as listed below.

- Assign to and review work of subordinates, train and work effectively with subordinates from a variety of backgrounds and with different levels/areas of training.
- Accomplish the quality and quantity of work expected within set limits of cost and time.
- Plan own work and carry out assignments effectively.
- Communicate with others effectively both orally and in writing in working out solutions to problems or questions relating to the work.

- Understand and further management goals as these affect day-to-day work operations.
- Develop improvements in or design new work methods and procedures.

In addition to the abilities required above, candidates must also possess, or have the potential to develop, the ability to:

- Deal effectively with individuals or groups representing widely divergent backgrounds, interests, and points of view.
- Plan and adjust work operations to meet changing or emergency program or production requirements within available resources and with minimum sacrifice of quantity or quality of work.
- Establish program objectives or performance goals and assess progress toward their achievement.
- Coordinate and integrate the work activities and resources of several organizational segments or of several different projects.
- Analyze organizational and operational problems and develop timely and economical solutions.
- Represent the activity both within and outside the organization or agency to gain support for the agency's program goals.

The attributes listed below are important to success in supervisory or managerial positions at all supervisory levels. Accordingly, candidates for all supervisory positions must demonstrate all of the following personal qualities:

- Objectivity and fairness in judging people on their ability, and situations on the facts and circumstances;
- Capacity to adjust to change, work pressures, or difficult situations without undue stress;
- Willingness to consider new ideas or divergent points of view; and
- Capacity to "see the job through."

KNOWLEDGE, SKILLS AND ABILITIES (KSAs): Applicants who meet the basic qualification requirements described in this announcement will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities, and performance appraisal, etc., indicate they possess the knowledge, skills and abilities described below. All applicants should describe clear, concise examples that show level of accomplishment or degree to which they possess the KSAs on a separate attachment. The information provided will be used to determine the "best qualified" candidates.

1. What in your background indicates your ability to analyze contracting laws, procedures and policies in order to provide advice and make decisions?
2. What in your background indicates your ability to supervise?
3. What in your background indicates your skill in communicating with management, tribal entities, government officials and contractors in order to negotiate or resolve problems?
4. What in your background indicates your ability to communicate in writing?

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time after competitive appointment, time-in-grade and qualification requirements by the closing date of the announcement. If selected under the Excepted Service Examining Plan (ESEP) or the Delegated Examining Unit (DEU) procedures, time-in-grade requirements do not apply.

QUALITY OF EXPERIENCE: Experience must have been at a level of difficulty comparable to the next lower grade in the Federal service. It is an applicant's responsibility to provide documentation or proof that he or she has met the qualification requirements of the position. Reference inquiries, including contacts with candidate's instructors, supervisors or employers may be made to obtain further information about the candidate's professional qualifications for the position.

HOW TO APPLY: Interested applicants must submit one of the following:

- (1) OF-612, Optional Application for Federal Employment; or
- (2) Resume; or
- (3) Any other written application to:
Tucson Area Indian Health Service
Attention: Human Resources Office
7900 South J Stock Road
Tucson, AZ 85746

For additional information or to obtain a copy of the vacancy announcement or forms, you may:

- (1) call the Human Resources office at 520- 295-2435 or email human-resources-tucson@mail.ihs.gov, or
- (2) visit the OPM website at www.jobsearch.usajobs.opm.gov/ or the IHS website at www.ihs.gov/JobCareerDevelop/Jobs_index.asp

SEPARATE ATTACHMENTS REQUIRED IN ADDITION TO APPLICATION / RESUME:

1. Optional Form 306, *Declaration for Federal Employment*; MANDATORY for all positions.
2. Addendum to Declaration for Federal Employment - IHS-Child Care & Indian Child Care Worker Positions– MANDATORY for positions that require regular contact with or control over children.
3. If, claiming Indian Preference, attach Form BIA-4432, *Verification of Indian Preference for Employment*. (Current Tucson Area IHS employees may state on their application that proof of Indian Preference is on file in their Official Personnel File).
4. If, veteran preference eligible – submit evidence of eligibility, i.e., DD-214, *Certificate of Release or Discharge from Active Duty*, or SF-15, *Application for 10-Point Veteran Preference* and the proof requested on the form.
5. If, current or former Federal employee - submit SF-50B, *Notification of Personnel Action*.
6. If, PHS Commissioned Corps applicant - submit copy of Personnel Order.
7. Narrative statements with specific responses to the Knowledge, Skills and Abilities (KSAs) and/or Selective Placement Factor identified for this position. One page per KSA.
8. Copies of current/active license or certification.
9. College transcript(s).
10. Copy of most current performance evaluation.

INFORMATION NEEDED ON APPLICATION/RESUME

1. Announcement number and title and grade(s) of the job you are applying for; full name, mailing address (with zip code) and day and evening telephone numbers; Social Security Number; Country of citizenship.
2. Highest Federal civilian grade held (also give job series and dates held).

3. High School – Name, city, state (zip code, if known), date of diploma or GED.
4. Colleges or universities – Name, city, state (zip code, if known), majors, type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). **Attach transcript(s).**
5. Residency training - Indicate specialty; name and location of hospital, name of program director, dates attended (month/year), date certificate received (if applicable).
6. Certification by a Specialty Board – Indicate if you are eligible for certification by an American Specialty Board or if you are board certified. Indicate name of specialty board and date (month/year) of certification or eligibility (if applicable). **Attach certification.**
7. Work Experience (paid and unpaid) – Job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), hours per week, salary and indicate if we may contact your current supervisor.
8. Job-related training courses (title and year), honors, awards and special accomplishments, (i.e., publications, memberships in professional or honor societies), leadership activities, public speaking and performance awards.
9. Job-related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed.

Application Instructions for Public Health Service Commissioned Corps Candidates: Your resume or curriculum vitae must contain all the information listed in HOW TO APPLY in sufficient detail to enable the Human Resources Office to make a determination that you have the required qualifications for the position. A narrative statement addressing specific information related to any knowledge, skills and abilities, which are being used as a selective and/or evaluative factor is required. Proof of an appropriate license, if applicable, must also be provided. Applicants claiming Indian Preference must submit proof on Form BIA-4432 and will be evaluated against the applicable Preston Standard or the Civil Service, if no Preston Standard exists. Candidates must meet full qualification requirements. If your resume or curriculum vitae does not provide all the information requested in the job announcement, you may lose consideration for the position. Submit a copy of your personnel order.

Other Information:

Applications, resumes or other written application format must contain all of the information listed above in sufficient detail to enable the Human Resources Office to make a determination that you have the required qualifications for the position. If your application, resume or other written application format does not contain all the information and forms requested in the announcement, you may lose consideration for this job.

APPLICATIONS WITH REQUIRED FORMS MUST BE RECEIVED IN OUR OFFICE NO LATER THAN 5:00 P.M. ON THE CLOSING DATE OF THE ANNOUNCEMENT. **TELEFAXED/EMAILED DOCUMENTS WILL NOT BE ACCEPTED. THERE WILL BE NO EXCEPTIONS.**

Preference in filling vacancies is given to qualified Indian Preference candidates in accordance with the Indian Preference Act (Title 25, United States Code, Sections 472 and 473).

Applicants or current Federal employees claiming Indian Preference must indicate on their application packet, if they wish to be considered under the Merit Promotion Plan (MPP), the Excepted Service Examining Plan (ESEP), or both. If not, they will be considered under the MPP only.

Proof of U.S. Citizenship is required for an appointment to the Indian Health Service. The Director, IHS may grant an exception to this policy for appointments to excepted positions, provided that the current appropriations act permits IHS to pay citizens from the country where the applicant is from.

Additional selections may be made within 90 days from the date the Candidate Referral Roster was issued if the position becomes vacant or to fill an identical additional position.

Employees, who received a buyout and subsequently return to positions in Federal agencies, whether by re-employment or contracts for personal services, are generally obligated to repay the full amount of the buyout to the agency that paid it.

If position is advertised at multiple grade levels, it can be filled at a lower grade than the full performance level. Advancement to the next grade without further competition is possible, once all legal and regulatory requirements are met, however, such advancement is neither automatic nor guaranteed.

The Tucson Area Indian Health Service provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify the Human Resources Management Branch at (520) 295-2435. The decision on granting reasonable accommodation will be on a case-by-case basis.

AREA INFORMATION: The Tucson Area encompasses the Pascua Yaqui (pah.skwah ya.ke) and Tohono O'odham (to.ho.no aah.tum) Indian Reservations. The Sells Service Unit (SSU) is the primary source of health care for the approximately 24,000 people of the Tohono O'odham Nation. The SSU consists of an American Hospital Association affiliated JCAHO accredited hospital at Sells (65 miles west of Tucson) and three health centers - San Xavier Health Center located in Tucson; Santa Rosa Health Center located in Santa Rosa and the Westside Health Center (to open in August 2005) located in San Simon Village. The SSU also provides an environmental health program, which is responsible for construction and maintenance of sanitation facilities. The SSU has a community focused health care delivery program and works in close association with the Tohono O'odham Tribal Health Committee and Tribal Health Department.

Tucson - Arizona's second largest metropolitan area is home to nearly 600,000. Tucson is one of the oldest continuously inhabited sites in North America, steeped in a rich heritage of Indian and Spanish influence. It affords entertainment, recreation and shopping and cultural opportunities. The arid desert climate receives an annual rainfall of 7 inches with average temperatures ranging from 50° in winter months to over 100° in summer.

In other than the above, the Department of Health and Human Services is an equal opportunity employer. The Department does not discriminate in employment decisions on the basis of race, color, religion, gender, national origin, age, disability or sexual orientation.

CTAP - INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.

If you are currently a DHHS employee who has received a Reduction-in-Force (RIF) separation notice or a Certificate of Expected Separation, you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration, you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the basic qualifications for the position, any documented selective factor, physical requirements with any reasonable accommodation and are able to satisfactorily perform the duties of the position without undue interruption.

ICTAP - INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP)

If you are a displaced Federal employee, you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from the Office of Personnel Management or our agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.

A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:

1. Received a specific RIF separation notice; or
2. Separated because of a compensable injury, whose compensation has been terminated and whose former agency certifies that it is unable to place; or
3. Retired with a disability and whose disability annuity has been or is being terminated; or
4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in Lieu of RIF;" or
5. Retired under the discontinued service retirement option; or
6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

OR

B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under Section 8337(h) or 8456 of Title 5, United States Code.

2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you are separated.
 3. Have current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
 4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
 5. File your application by the vacancy announcement date and meet all the application criteria (e.g., submit all required documentation, etc.).
 6. Be rated well qualified for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and are able to satisfactorily perform the duties of the position upon entry.
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